

# **ANDREW UNIVERSITY**

## **CATALOG**

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**August 1, 2020 – July 31, 2022**

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1821 Catalina Avenue, Berkeley, California 94707

510-528-8228

[www.AndrewUniversity.edu](http://www.AndrewUniversity.edu)

## PREFACE

This document has been compiled by the leadership of Andrew University. Policies, procedures and guidelines have been included largely in summary form in this book. Complete Andrew University policies are available upon request.

Disclaimers: All policies and procedures are subject to change. This document does not supersede established or future University policies or procedures. Students requesting more information or clarification about a policy or procedure in this document should contact either the responsible department, or if that is unknown, the Office of the Dean of Student Success at Andrew University.

Most references to course time frames are based on a 15-week semester. Please see the important semester dates sent out by the Office of the Dean of Academic Achievement for appropriate adjustments to part of term.

One of the core values of Andrew University is Inclusiveness. Andrew University does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of the Andrew University, Office of the President, 1821 Catalina Avenue, Berkeley, California, 94707 or at (510) 558-8228.

## **WELCOME TO ANDREW UNIVERSITY!**

Andrew University is a cross-cultural institution offering certificates for advanced study in the humanities. While offering a variety of programs, the University focuses on three academic areas: comparative religion, philosophy and literature. To pursue this task, an outstanding faculty teach the courses, serve on University committees, serve as mentors for students, and participate in University life.

It is with a profound sense of mission that we provide underserved populations access to high quality education. For this reason, tuition payment at Andrew is not required, but is rather voluntary. Our unique financial model depends on highly qualified professors and staff who donate their time and expertise.

Because of the nature of our mission, we have never sought federal accreditation. The vast majority of schools pursue accreditation almost exclusively for the purpose of providing loans and grants to students to pay for their education. For a school with a mission to provide access to education without tuition requirements, any action on our behalf that contributes to student financial burden is naturally something we will avoid.

From 1996 to 2020, Andrew University was approved by the California Bureau for Private Postsecondary Education to offer both degree and certificate programs. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (CEC §94909(a)(2) and CEC §94897(l)(1)(2).

New requirements by the State of California mandate that all degree-granting institutions obtain accreditation through a federal accreditation agency. To this end, we are now actively seeking accreditation so that we may once again offer our degree programs. Until such time as we have obtained this status, we will continue offer certificate programs which provide the same high quality instruction and course content offered to which our students have always been accustomed.

The material in this catalog is a description of the processes that customarily prevail at Andrew University.

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## **ANDREW UNIVERSITY MISSION AND OBJECTIVES**

Andrew University is an independent and multi-ethnic institution of higher learning located in Berkeley, California. We offer programs that enhance academic, personal and professional development.

Our mission is to educate and empower students, faculty and staff to create ever-greater levels of transformation, well being and success\* in their own lives and in their community.

Andrew University pursues this mission by providing a broad, rigorous and inclusive whole-person education that emphasizes academic excellence combined with self-awareness, life skill development, personal growth, behavior change, acceptance of self/others, healthful living, effective communication, the pursuit of happiness, emotional and intellectual development, each as an integral aspect of facilitating well being and goal attainment in one's career and especially in one's life.

Andrew University provides a faculty and staff of teacher-practitioners dedicated to effective and exceptional teaching and a close student-teacher relationship that fosters the development of both effective practical capacities as well as intellectual, analytical, and critical abilities.

Education occurs within an active and supportive holistic community environment that promotes excellence of academic accomplishment, whole-person development and personal success.

Andrew University also seeks to develop the knowledge, wisdom, imagination, integrity, authenticity and skills of its students and faculty to enable them to take leadership positions focused on improving the quality of well being around the globe.

Mindful of these objectives, Andrew University seeks to foster development of the following values within our students, faculty and staff—values that we believe facilitate realization of these interrelated ideals:

### **WHOLE-BEING SUCCESS**

In the last 100 years in the US, “success” has been narrowly defined as career achievement. We know today that success can be achieved much more broadly. Indeed, we can literally define and create success of every kind and in every area of our lives so that the deepest needs and desires of our being are met.

Andrew University is committed that students receive the education and training needed to experience success, as the student defines it, in every area of their life and that students discover behavioral pathways for doing so sustainably. Success must be sustainable for it to be genuine.

## INCLUSIVITY

*Love your neighbor as yourself.*

--Leviticus 19:18

Scientific inquiry into the health benefits of frequent thoughts of compassion and acceptance of oneself and others as well as thought habits that generate the emotions of love and appreciation, suggest that there may be no greater activity for nurturing human health and well being.

We describe this type of thinking as “inclusive” thinking. Inclusiveness stands in stark contrast to the thoughts of exclusion and separation which so often characterize the internal narrative of people's minds.

Andrew University is committed that students have the opportunity to experience the meaningfulness and well-being that habitual thoughts and acts of gratitude and acceptance afford. And if students so choose, that they develop thought, emotion and behavioral habits that facilitate inclusiveness as a sustainable lifestyle and way of being.

## TRANSFORM PASSIONS INTO PROFESSIONS

*We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and **the pursuit of Happiness.***

– U.S. Declaration of Independence

*Most important, have the courage to **follow your heart and intuition.** They somehow already know what you truly want to become. Everything else is secondary.*

– Steve Jobs, Stanford University Commencement Address, 2005

Since the beginning of recorded history, sages have urged each of us to “follow our hearts” and do what we love. The reasons for this are legion. Today, scientific investigation suggests that the benefits of the “pursuit of happiness” range from improved health to enhanced self-esteem, to empowering success and achievement.

Andrew University is committed to provide an environment that gives students intellectual and emotional permission as well as practical education and training to explore their gifts and talents and to discover those things that make their heart sing. Our dream is that students find ways of expressing their gifts and passions in the world, in ways that generate financial security and cause each to flourish!

# GENERAL INFORMATION

## FACILITIES, EQUIPMENT AND STUDENT RESOURCES

### LOCATION

Andrew University is located in a major metropolitan center of scholarly innovation and scientific research near the University of California, Berkeley campus. An international and cosmopolitan atmosphere already surrounds this local community. Beyond it, the San Francisco Bay Area, where East meets West, offers a wealth of cultural, recreational, and entertainment opportunities — music, art, drama, and film, for every taste. Andrew University does not provide distance education, all classes are held in person.

For your convenience, Andrew University is open for visitation appointments Monday-Friday, 12:00 a.m. to 4:00 in Berkeley, California. For admissions information, please call our Berkeley campus at 510-558-8228.

All courses are held at 1821 Catalina Avenue, Berkeley, CA, 94707. 5 CCR §71810(b)(1) Our location has ample parking and is located on primary bus lines for your convenience. All locations are minutes away from hiking trails, forests, and/or parks that offer lovely views of either the ocean, the Golden Gate Bridge, foothills, old oak forests, Mt. Tamalpais, and Mt. Diablo.

Andrew University has four main classrooms, a student lounge, a multi-purpose hall, kitchen and dining facilities. Throughout these facilities, Andrew University uses live green plants and healthy light bulbs for natural healing. Design is based on feng shui principles, with fountains, chimes, crystals, and furniture placed to allow for optimal energy flow.

Classrooms are equipped with white boards, desks, chairs, back jacks, pillows, adjustable rolling stools, massage tables, projectors, cameras and tripods, sample model skulls and skeletons, computers and screens for delivering the current technologies of film, DVD, video or music needed for trainings. Both MP3 and CD players are available and updated with current music that is restful and supportive. 5 CCR §71810(b)(9)

## **LIBRARY SERVICES**

### **GTU LIBRARY**

Andrew University's primary library services are provided through a library use agreement with the Graduate Theological Union (GTU) (two miles away).

The GTU Library, the third largest of its kind in the nation, and one noted for its rich collection of material resources in the fields of theology, religion, philosophy, and literature.

### **LIBRARY TOUR AND REGISTRATION**

Each year, students attend a library registration and reference services tour with an Andrew University faculty member. Students pay \$30 for borrowing and reference research support services for a period of one year.

### **RESEARCH SUPPORT AND GUIDANCE 5 CCR §71740(B); (D)(2)**

GTU's research professionals possess the requisite skills to insure student access to the most current research materials, tools and approaches.

### **LIBRARY PRIVILEGES**

The library use agreement with GTU library provides reference services, stacks access and borrowing privileges to the students of Andrew University. Under this agreement, students are provided:

- Borrowing privileges: 28-day checkout, a maximum of 30 books.
- On-site access to digital resources maintained by the GTU Library.
- In-library instruction in the use of databases and discovery tools in the GTU Library.
- Regular services of a professional librarian experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and can actively serve as a resource guide for both graduate and undergraduate students. 5 CCR §71740

## LIBRARY HOURS

Note: For current GTU Library hours, please call: 510-649-2400.

### Typical Semester Hours

Monday-Thursday 8:30am- 9pm

Friday 8:30am- 5pm

Saturday 11am- 6pm

Sunday 1pm- 7pm

## GTU LIBRARY ADDRESS AND DIRECTIONS

Library and Administrative Staff Offices: 2400 Ridge Road, Berkeley, CA 94709

Phone 510/649-2400

Fax 510/649-1417 (Library and Administrative Offices)

Fax 510/649-1730 (Student Services)

Visit [www.mapquest.com](http://www.mapquest.com) or the GTU Library website Directions Page:

<http://gtu.edu/admissions/visit/directions> for door-to-door driving directions, or check the directions in Appendix 1 at the end of this catalog. The GTU Library is accessible by car, BART and bus.

For a detailed description of all library services, please **see Appendix 1 at the end of this catalog.**

Website: <http://gtu.edu/library>

# ADMISSIONS POLICIES AND PROCEDURES

## GENERAL ADMISSION REQUIREMENTS PERTAINING TO ALL PROGRAMS

### Policy

Admission into any Andrew University Program requires that the prospective student:

- Complete an application for acceptance and provide transcripts of previous education.
- Provide a copy of a high school diploma or GED certification, or pass an Ability to Benefit exam, demonstrating language and comprehension abilities.
- Read this catalog, and be willing to adhere to student policies while attending school or school functions.

Andrew University neither accepts visa students from other countries nor provides visa services of any kind. 5 CCR §71810(b)(3)

### Procedure

Admission procedures include meeting with an Admissions representative to review goals, programs offered, school policies and procedures, the School Performance Fact Sheet, and graduation requirements. Each prospective student must provide the following documentation:

- Submit an application.
- Provide a copy of his/her high school diploma or General Educational Development (GED) certificate; or pass the Wonderlic Ability to Benefit exam (minimum score is Verbal 200). Andrew University is licensed with Wonderlic, Inc. for use of the Basic Skills Test. The test is administered by an independent, third party.
- Provide most recent educational certificates/diplomas, transcript(s) and catalog(s) from other post-secondary/colleges or schools.

Upon acceptance, Andrew University will provide the applicant with an enrollment agreement.

## STUDENTS FOR WHOM ENGLISH IS NOT FIRST LANGUAGE

Andrew University does not accept visa students from other countries. We neither provide visa services of any kind nor do we vouch for student status with others. 5 CCR §71810(b)(3)

Andrew University does not offer instruction in English as a Second Language. 5 CCR §71810(b) (5) English language proficiency is documented by:

1. Receipt of prior English education documentation, and/or receipt of prior education transcripts as stated in the admission policy above, that would demonstrate previous skills in the area being admitted.
2. The Wonderlic Ability to Benefit Test issued by a third party with a score of 200 or higher on the Verbal portion of the test.

Students who use English as a second language are not required to take the Test of English as a Foreign Language (TOEFL); however, a TOEFL score of 450 or above will ensure an easier understanding of the education being offered. 5 CCR §71810(b)(4)

## **TRANSFER OF CREDIT**

### **Transfer of Credit for Program Prerequisites**

Should your previous education meet a program prerequisite, you may request to waive the prerequisite(s). Please provide the official transcripts or any other proof of your previous education. In the case of any course requiring an exam, to document knowledge received from a previous course, you may be required to pass that course exam. The fee for taking that exam is \$75. If the first time you do not pass the exam, you are allowed a second time to succeed and pass, with a different exam version. Tutoring with one of our faculty members to prepare for these exams is also available for \$75/hr.

### **Transfer of Credit for Program Courses**

Students can request to transfer education already received from other approved schools. This process begins by having your California or other state approved school send transcripts directly to Andrew University with your completed credit hours.

We must receive your previous official transcript(s), diplomas or certificate(s) of completion prior to admission.

Andrew University does not accept hours or credit through challenge examinations, achievement tests, or experiential learning.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Andrew University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Andrew University to determine if your credits or certificate will transfer. CEC §94909(a)(15)

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Andrew University does not award credit for prior experiential learning. 5 CCR §71810(b)(7); 5 CCR §71770(c)

## **ARTICULATION AGREEMENTS**

Andrew University has not entered into a transfer or articulation agreement with any other college or university. CEC §94909(a)(8)(A); 5 CCR §71770

## **LANGUAGE OF INSTRUCTION**

All courses are taught in English. 5 CCR §71810(b)(5)

## **PROGRAM-SPECIFIC ADMISSION POLICIES**

In addition to the “***General Admission Requirements Pertaining to ALL Programs***” (see above), applicants must fulfill requirements for the specific program to which they apply. See the ***Admissions Requirements*** for your program of interest.

# EDUCATIONAL CERTIFICATES

## CERTIFICATES IN THE HUMANITIES (15 OR 30 CREDIT HOURS)

**Program Length:** 15 Credit Hours or 30 Credit Hours

**Graduation Document:** Certificate

**Potential Entry Level Occupations:** Students pursue these certificates for the purpose of personal enrichment or professional development.

**Program Description:**

A certificate in the Humanities may be awarded to a student whom the institution can document has achieved learning in a designated field either for 15 credit hours or 30 credit hours.

**Program Description:**

This program provides courses in those areas of religion, philosophy, and literature that have produced the modern world. Specialization is required in one particular area, but the program should not be thought of, and should not be planned, as an excursion into separate or disconnected fields of study, but rather as an integration of knowledge, a necessary pulling together of skills and information.

The program of study will be guided by an academic advisor.

**Program Objectives:**

These certificates in the Humanities support the Mission of Andrew University by offering an course of study that enables students to

- Gain advanced expertise in aesthetic studies, the history of ideas, and studies in literature
- Place the specific focus of their studies in a larger humanistic context.

**Program Learning Outcomes:**

- Students will be able to describe, apply, and analyze major concepts and goals of research that cross the boundaries of traditional academic disciplines.
- Students will be able to demonstrate advanced knowledge of a focused, integrated area in the humanities.

## Admission Requirements:

Applicants for whom English is a second language must complete 3 noncredit units in advanced English composition during the first year of course work.

In addition to the following specific program requirements, applicants must satisfy the General Admission Requirements for all programs. See Admissions Policies and Procedures: General Admission Requirements Pertaining to ALL Programs.

The transcript of each applicant will be reviewed prior to admission by the Office of Academic Affairs to determine if specific courses will need to be taken in addition to the foundational requirements.

## Program Prerequisites:

Students with an AA degree, or those who have completed two years of college work or the equivalent, are eligible to apply. To verify credit hours, applicants must present a transcript and catalog(s) containing course descriptions of their previous under-graduate work.

Applicants must also hold a C average and be in good standing at the school last attended.

## Program Completion Requirements:

To receive the Certificate in the Humanities at Andrew University, the student must complete a total of either 15 credit hours or 30 credit hours.
Applicants for whom English is a second language must complete a three credit-hour course for no credit in advanced English composition during the first year of course work.
Passage of each course within any program is based on the stated requirements of each instructor and in all cases requires regular attendance, on-time submission of assignments and satisfactory completion of required examinations.
Andrew University does not award credit for prior experiential learning. 5 CCR §71810(b)(7); 5 CCR §71770(c)
There is a program completion time limit of five years from the date of admission.
All individual course requirements must be completed with a minimum grade point average of C (2.5), and with no grade below D counting toward the certificate. If a student is unable for whatever reason to satisfy the prescribed requirements of an individual course or the program as a whole, then an excellence/tutoring plan may be initiated by the individual instructor or by the Office of Academic Affairs.
Andrew University does not require a cumulative final test or examination for program completion.
Fill out a Program Completion Questionnaire at program conclusion.
Students are allowed to miss a certain limited number of hours per course. (See Academic Policies: Satisfactory Progress: Attendance.)
There are no internships or externships required in these programs.

# PROGRAM TUITION AND FEES

## ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

Following is an estimated schedule of charges for the ENTIRE educational program:

Program Titles	App. Fee <u>Non-Refundable</u>	Library Use Fees <u>Non-Refundable</u>	*Student Tuition Recovery Fund (STRF) <u>Non-Refundable</u>	**Textbooks <u>Non-Refundable</u> upon receipt.  Student option to purchase through the School or through an outside source.	Program Tuition  Includes a Non-Refundable Registration Fee of \$250 per Program.	Total Charges: ENTIRE Program***
Certificate in the Humanities (15 Credit Hours)	\$50	\$60	\$12.50	\$500	\$4,500	\$5,123
Certificate in the Humanities (30 Credit Hours)	\$50	\$60	\$22.50	\$1,000	\$9,000	\$10,133

**\*STRF: \$2.50 (NON-REFUNDABLE) for every \$1,000 of tuition rounded to the nearest \$1,000.**

**\*\*This amount is APPROXIMATE and is calculated based on an average of \$100 per course.**

**\*\*\*Charges for the period of attendance AND the entire program excluding cost of textbooks.**

### **CERTIFICATE IN THE HUMANITIES (15 CREDIT HOURS)**

Total Charges For Current Period Of Attendance: \$5,123

Estimated Total Charges For The Entire Educational Program: \$5,123

### **CERTIFICATE IN THE HUMANITIES (30 CREDIT HOURS)**

Total Charges For Current Period Of Attendance: \$10,133

Estimated Total Charges For The Entire Educational Program: \$10,133

### **Additional Fees, If Applicable (ALL Non-Refundable):**

Tutoring Fee	<b>\$75 per hour</b>
Course Rescheduling Fee	<b>\$50</b>
Transcript Fee (First copy provided at no charge.)	<b>\$150</b>
Late Payment Fees	<b>\$3 per day</b>

**Independent Study Courses:** Programs consist of “courses” (see Course Descriptions) which

may be taken individually. See the “Tuition Per Credit Hour by Program” table below to calculate the tuition based on the level of program to which the course will apply.

## TUITION PER CREDIT HOUR BY PROGRAM

Program	Tuition Per Credit Hour	Tuition Per 3 Credit Hour Course
Certificate in the Humanities (15 or 30 credit hours)	\$300	\$900

## FINANCING

Payment for courses or programs at Andrew University can be made in full or in agreed upon monthly payments.

**Andrew University does not offer any form of financial aid.** 5 CCR §71810(b)(6) We do not offer any state or federal financial aid, nor do we participate in Title IV Federal financing.

## LOANS

If a student obtains a loan from a third party to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. CEC §94909(a) (11)

## STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone and Fax #'s: (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897. Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov).

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b)

## **CERTIFICATION AND LICENSURE**

### **No Credential or License Required**

Andrew University does not prepare students for licensure in any field of endeavor. CEC §94909(a)(6)

# COURSE DESCRIPTIONS

Any course listed below can be done individually unless there are prerequisites. Please check with your Admissions Advisor as some exceptions may apply.

Independent Study courses, marked (IS), engage students in concentrated study of a subject of interest and value within the specific area. Such courses are under the supervision and guidance of a particular professor and always require a major project paper.

## Biblical Studies

### **BL 201 Ecclesiastes**

**Hours: 3**

**Prerequisites: None**

This course provides students an inquiry into the book of Ecclesiastes; the philosophical and religious view it interprets.

### **BL 202 The Fourth Gospel**

**Hours: 3**

**Prerequisites: None**

This course provides students an opportunity to explore the authorship and various forms of interpretation of the Fourth Gospel.

### **BL 203 Exodus**

**Hours: 3**

**Prerequisites: None**

The course offers students a panoramic view of the Torah also rendered as the Pentateuch with specific reference to the house of bondage: Israelites in slavery in Egypt, their outcry and the divine intervention in a microcosmic manner with regard to the Biblical typology.

### **BL 204 The Apocalypse**

**Hours: 3**

**Prerequisites: None**

This course is designed to bring to the fore the enigmatic messages embedded in visions, numbers, images and symbols pertaining to the coming of the Messianic Kingdom.

## Holistic Studies

### **HS 201 Comparative Wisdom Literature: Applied Distinctions, Part 1: Graeco-Roman Philosophy**

**Hours: 3**

**Prerequisites: None**

This course provides students a unique opportunity to explore the historical, cultural and philosophical distinctions of ancient Graeco-Roman wisdom literature in comparison with similar wisdom from other Western and Eastern civilizations. Students will examine the meaning of each distinction for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

### **HS 202 Comparative Wisdom Literature: Applied Distinctions, Part 2: Hinduism and Buddhism**

**Hours: 3**

**Prerequisites: None**

This course provides students a unique opportunity to explore the historical, cultural and philosophical distinctions of ancient Hindu and Buddhist wisdom literature in comparison with similar wisdom from other Western and Eastern civilizations. Students will examine the meaning of each distinction for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

### **HS 203 Comparative Wisdom Literature: Applied Distinctions, Part 3: Chinese Philosophy**

**Hours: 3**

**Prerequisites: None**

This course provides students a unique opportunity to explore the historical, cultural and philosophical distinctions of ancient Chinese wisdom literature in comparison with similar wisdom from other Western and Eastern civilizations. Students will examine the meaning of each distinction for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

### **HS 204 Comparative Wisdom Literature: Applied Distinctions, Part 4: Judeo-Christian Traditions**

**Hours: 3**

**Prerequisites: None**

This course provides students a unique opportunity to explore the historical, cultural and philosophical distinctions of ancient Judeo-Christian wisdom literature in comparison with similar wisdom from other Western and Eastern civilizations. Students will examine the meaning of each distinction for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

### **HS 205 Comparative Wisdom Literature: Applied Distinctions, Part 5: Islamic Philosophy**

**Hours: 3**

**Prerequisites: None**

This course provides students a unique opportunity to explore the historical, cultural and philosophical distinctions of ancient Islamic wisdom literature in comparison with similar wisdom from other Western and Eastern civilizations. Students will examine the meaning of each distinction for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

## **HS 206 Enrollment Skills for Leadership and Social Enterprise**

**Hours: 2**

**Prerequisites: None**

This course provides both classroom and supervised laboratory training in the principles and practices of enrollment (sales communication that considers the needs of all parties). Students learn the skills needed to continuously support effective, heart-based client enrollment for the purpose of ensuring customer retention and customer referral behavior.

## **HS 209 Folk Healing Arts**

**Hours: 1**

**Prerequisites: None**

This course provides an introduction to the history, traditional practices and techniques of the ancient healing folk arts for the purpose of facilitating client relaxation, healing and health. Students will learn how to apply these tools and techniques in their own lives as well as in client sessions.

## **HS 210 Holistic Coaching Assessment and Planning Skills**

**Hours: 3**

**Prerequisites: None**

This course provides the tools and techniques needed to conduct thorough and effective client/student needs assessments for the purpose of ensuring focused and effective client/student goal planning and that clients/students move consistently toward their goals while avoiding disabling behavior patterns. Trainees will learn techniques for conducting in-depth assessments of client/student needs, professional case presentation skills for peer review of client/student outcome planning and collaborative planning skills for facilitating reliable client/student outcome achievement.

## **HS 211 Holistic Coaching Skill Development Sessions, Part 1**

**Hours: 3**

**Prerequisites: None**

In this course that spans the length of the Holistic Studies program, students participate in live, small group coaching teleconferences, using advanced telephony technology, for the purpose of practicing coaching skills under faculty supervision and while receiving peer and faculty review.

## **HS 212 Holistic Coaching Skill Development Sessions, Part 2**

**Hours: 3**

**Prerequisites: None**

This course provides students an opportunity to conduct practice coaching sessions (“Mock Sessions”) with one another using extensive review processes developed by a quality improvement expert and coach and incorporating the ethical and practice guidelines developed by the International Coaching Federation.

## **HS 213 Holistic Coaching Skills: Process**

**Hours: 3**

**Prerequisites: None**

This course provides students an introduction to the foundational holistic coaching philosophies, techniques and skills needed for effective, efficient, meaningful and sustainable client goal

attainment. Students will discover approaches for facilitating ongoing client motivation/inspiration, emotional resiliency and achievement while avoiding reinforcement of self-limiting behavior patterns.

### **HS 214 Holistic Forum**

**Hours: 3**

**Prerequisites: None**

This course provides students professional coaching by faculty and a peer group context in support of identifying behavioral “blind spots,” developing personal follow-through skills (persistence) and for modeling for students/clients how to leverage group process in their own goal achievement. Students will use the latest advances in habit replacement and formation as well as in Positive Psychology to enhance self-esteem, develop new inspirational thought patterns and significantly improved mood—all essential components of effective follow-through behavior and success in teaching and client coaching.

### **HS 215 Holistic Self-Coaching Skills**

**Hours: 1**

**Prerequisites: None**

This course provides students the opportunity to develop coaching self-assessment skills and peer critiquing skills for the purpose of ensuring students' rapid and continuous skill enhancement throughout their career. Using special performance improvement feedback processes, student-coaches will learn to continuously assess personal habit patterns such as professional development goals as well as come to understand at a deeper level the conflicts that occur for clients in their process of follow-up.

### **HS 216 Holistic Mentoring: Orientation and Completion**

**Hours: 1**

**Prerequisites: None**

This course provides students with coaching and mentoring to support the student in completing their educational program and insuring that their needs are met for support in achieving both personal and professional development goals while transforming self-limiting behavior patterns relative to those goals.

### **HS 217 Holistic Wellness Practices, Part 1**

**Hours: 3**

**Prerequisites: None**

This course provides students with current research, theory and practices for optimum diet, hydration, sleep and exercise for the purpose of enhancing mood, energy, longevity, immune response and behavior change especially as it relates to empowering goal attainment and satisfaction with life for the student and their clients. Students will also learn practices for transforming dietary, sleep and exercise habits (including weight loss) and have the opportunity to employ these tools in their own lives and in the lives of their clients.

## **HS 218 Holistic Wellness Practices, Part 2**

**Hours: 3**

**Prerequisites: HS 217 Holistic Wellness Practices, Part 1**

This course provides students with further research, theory and practices for optimum diet, hydration, sleep and exercise for the purpose of enhancing mood, energy, longevity, immune response and behavior change especially as it relates to empowering goal attainment and satisfaction with life for the student and their clients.

## **HS 219 Interpersonal Communication Skills, Part 1**

**Hours: 3**

**Prerequisites: None**

This course provides an introduction to philosophies, skills and techniques for effective and authentic communication as well as empathy with oneself (internal) and clients for the purpose of training students to develop skills and abilities to form, nurture and sustain positive relationships with themselves and clients and to model these behaviors for clients as well. This course also provides special focus upon internal communication strategies for developing thought and emotion patterns that enhance self-esteem, resilience and tenacity.

## **HS 220 Interpersonal Communication Skills, Part 2**

**Hours: 3**

**Prerequisites: HS 219 Interpersonal Communication Skills, Part 1**

This course provides a review of skills and practices in HS 219 Interpersonal Communication Skills, Part 1, as well as advanced training in the philosophies, practices and techniques for effective and authentic communication, empathy and self-empathy, and the abilities to form, nurture and sustain positive relationships with themselves and clients. This course builds on the goals of Part 1 by ensuring that students cement and expand the behavioral and emotional gains that took place in Part 1, and by providing special training on avoiding and resolving conflict with others and building life-affirming and sustainable relationships for oneself and clients.

## **HS 221 Mindfulness and Optimum Well-Being**

**Hours: 3**

**Prerequisites: None**

In this course students will learn to identify, resolve and replace self-limiting mental and emotional patterns using advanced mindfulness/meditation practices, insights from Positive Psychology as well as through the use of biofeedback tools, guided imagery and popular stress release techniques.

## **HS 222 Pneumatology: Study of the Spiritual Aspect of Life**

**Hours: 3**

**Prerequisites: None**

This course is an inquiry into the unseen energetic and “spiritual” dimensions of the human body, especially those which have a significant history in healing traditions e.g., the chakras of the human form, auras and energy meridians. Students will learn observational and coaching techniques designed to create awareness of these systems and how to employ this awareness to facilitate health and healing in the student's own life and the life of her/his clients.

## **HS 223 Public Speaking and Leadership in Social Enterprise**

**Hours: 3**

**Prerequisites: None**

As a basis for developing attitudes and skills for effective leadership, this course provides students contexts that assist in transforming fear patterns related to self-assertion and public rejection into life-affirming motivational patterns, enhanced internal dialog (self-esteem) and deeper connection with life purpose and direction. Students will deliver a one-half hour presentation and/or coaching workshop to friends, family and peers while demonstrating skills for effective management of the engagement levels of a group, effective client integration of content and client enrollment.

## **HS 224 Repatterning of Life Part 1**

**Hours: 3**

**Prerequisites: None**

This course provides an introduction into the theory, techniques and practices for identification and resolution of unwanted habitual patterns and the creation of new life-affirming thought, emotion, behavior, energetic and physical patterns.

## **HS 225 Repatterning of Life Part 2**

**Hours: 1**

**Prerequisites: None**

This course explores the theory and practice of therapeutic recall and it's potential role in the release of self-limiting mental, emotional and physical patterns. Students will learn techniques for leading clients in life affirming recollection of past experience for evoking "remembered wellness" (the placebo effect) as a healing intervention.

## **HS 226 Teleological Foundations: Self-Awareness & Self-Actualization, Prt 1**

**Hours: 3**

**Prerequisites: None**

This is an introductory course in the power of suggestion/mind/intention and its role in healing and human "flourishing" as well as the psychology and science of success (Positive Psychology) and its role in healing and goal achievement. Students will learn leading theory, practices and techniques for personal transformation, behavior change and effective and powerful coaching for the purpose of facilitating healing, client goal attainment and the creation of desired behavior patterns.

## **HS 227 Teleological Foundations: Self-Awareness & Self-Actualization, Prt 2**

**Hours: 3**

**Prerequisites: Teleological Foundations: Self-Awareness & Self-Actualization, Prt 1**

The objective of this course is to ensure that students solidify and deepen the gains from Part 1 for themselves as well as improve competency in the ability to facilitate this for their clients. Students will implement, practice and demonstrate skill in making requests of others (without attachment to outcome), re-patterning unwanted behavior in the moment of being "triggered," reaching out to others during painful events, identifying emerging feelings and needs during stress events, resolving stress events in the moment of occurrence, and planning for emotional enhancement using group structures designed to support effective and sustainable habit formation.



## Literature

### **LT 201 Great Books - The Classical Age**

**Hours: 3**

**Prerequisites: None**

A study of the master pieces during the Classical Age; deriving the meaning and understanding of the master pieces.

### **LT 202 Great Books - The Middle Ages & Renaissance**

**Hours: 3**

**Prerequisites: None**

A study of the master pieces during the Middle Ages & Renaissance; deriving the meaning and understanding of the master pieces.

### **LT 203 Great Books - The Modern Period**

**Hours: 3**

**Prerequisites: None**

A study of the master pieces during the Modern Period; deriving the meaning and understanding of the master pieces.

### **LT 104 Masterworks of the Western World - The Greco-Roman**

**Hours: 3**

**Prerequisites: None**

An overview and broad understanding of the master pieces during The Greco-Roman period.

### **LT 105 Masterworks of the Western World - The Renaissance**

**Hours: 3**

**Prerequisites: None**

An overview and broad understanding of the master pieces during The Renaissance period.

### **LT 106 Masterworks of the Western World - Modernity**

**Hours: 3**

**Prerequisites: None**

An overview and broad understanding of the master pieces during Modernity period.

# Philosophy and Religion

## **PR 200 The Philosophy of Religion**

**Hours: 3**

**Prerequisites: None**

Major approaches to the study of religious and philosophical world views, building the foundation for an integrated perspective.

## **PR 201 Christ and Culture**

**Hours: 3**

**Prerequisites: None**

To gain a hand on Christianity as a tradition is conducive to the acquisition of a lucid knowledge of western culture.

## **PR 202 Philosophy and Practice of Change**

**Hours: 3**

**Prerequisites: None**

In this course students will explore the philosophy of change through an in depth study of the most revered of ancient Chinese books of wisdom, the I Ching: The Book of Changes. Students will examine the meaning of adaptation, transformation and change for her-/himself and, as desired, explore behavioral approaches to embody these distinctions in a sustainable/lasting way.

## **PR 102 Religious Experiences of Man**

**Hours: 3**

**Prerequisites: None**

An introductory course to 'The Philosophy of Religion.'

## **PR 103 Introduction to Culture**

**Hours: 3**

**Prerequisites: None**

An introductory course to 'Christ and Culture.'

## Theology & Culture

### **TC 200 Chinese Culture Study and Comparison with Western Culture**

**Hours: 3**

**Prerequisites: None**

The course is split into two sections. For the first half of the course, students will study and understand the Chinese culture. The second section will incorporate a broad study of the Western culture and will compare the two cultures through a philosophical view.

### **TC 201 Beyond the Post Modern Mind**

**Hours: 3**

**Prerequisites: None**

The study of mind focusing on revelation and the meaning behind it.

### **TC 202 Shu Ching and Sheng Ching (Confucian Classic of Documents & the Bible)**

**Hours: 3**

**Prerequisites: None**

This course is designed to acquaint the class with similarities between these two classics as well as with occasional references to their dissimilarities.

## Technical Writing

### **Technical Writing, Self-Awareness and Storytelling**

**Hours: 3**

**Prerequisites: None**

In this course students will be introduced to the principles and techniques of technical and creative writing in the form of personal storytelling. Students will develop skills for examining participant engagement behavior and will begin to explore and develop a personal approach to technical writing and storytelling. Students will also learn to use personal storytelling to facilitate both individual and group self-awareness. Students will submit a final portfolio of work.

## Research Methods

### **Fundamentals of Research**

**Hours: 3**

**Prerequisites: None**

This course provides students an introduction to both quantitative and qualitative research methods. Students will learn to critique research, and create a literature review to support their individual research interests based on current scholarship.

### **Quantitative Research**

**Hours: 3**

**Prerequisites: None**

This introductory course in quantitative methods for social scientists will prepare scholars to effectively, critically and practically apply basic statistical methods in empirical research. Students will learn elementary statistical theory for informing the assumptions of methodology. The course will include both lecture and practical labs in which students will apply their learning through the use of statistical software.

## **Qualitative Research**

**Hours: 3**

**Prerequisites: None**

In this course, students will learn how to develop a qualitative research design. Students will examine the practical dimensions of qualitative research, including effective research design, conducting interviews and analyzing qualitative data. Students will also explore the central issues and challenges associated with qualitative research. Students will be given an opportunity to explore ethical considerations in qualitative research as well experience a complete cycle of a mock research project—from initial design of the project to writing a final report.

## **Social Enterprise**

### **Social Enterprise and Ethics 1**

**Hours: 3**

**Prerequisites: None**

This course provides training in the foundational skills needed to create a successful private enterprise as well as to obtain gainful employment in the student's chosen field while still in school. Using the latest research, students also learn to align their personal vision and values with the values and vision for their enterprise.

### **Social Enterprise and Ethics 2**

**Hours: 3**

**Prerequisites: Social Enterprise and Ethics 1**

This course provides students with the essential skills needed to plan, implement and develop a growing and profitable social enterprise. **Social Enterprise and Ethics 2** builds on the foundational development work in **Social Enterprise and Ethics 1** by refining each student's ability to have successful enrollment conversations that consistently attract new clients and keep their personal enterprise full. Students will also develop effective quality improvement and marketing strategies and techniques.

### **Social Enrollment 2: Group Dynamics**

**Hours: 3**

**Prerequisites: None**

This course provides both classroom and supervised laboratory training in the principles and practices of enrollment (sales communication that considers the needs of all parties) in group contexts. Students learn the skills needed to continuously support effective, heart-based client enrollment for the purpose of ensuring customer retention and referral behavior in groups.

## **Continuous Quality Improvement in Social Enterprise**

**Hours: 3**

**Prerequisites: None**

This course provides students with foundational education and training in the history, philosophy and practices of Continuous Quality Improvement (CQI) and its seminal role in client/customer retention and referral behaviors. Students will be provided an opportunity to develop and apply CQI tools in social enterprise.

## **Use of Social Media in Social Enterprise**

**Hours: 3**

**Prerequisites: None**

This course provides students with an introduction to the methods and practices for effective use of social media in social enterprise. Students will also examine and develop techniques for effective enrollment writing and strategies for measuring, analyzing and continuously improving social media activities.

## **Information Assessment**

### **Information and Research Competence**

**Hours: 2**

**Prerequisites: None**

This course provides students an opportunity to develop new information resources for graduate and doctoral study. Students will explore the process of defining information needs related to a specific subject, identifying appropriate resources, developing research strategies and critically analyzing results.

### **Assessment of Technical Information**

**Hours: 3**

**Prerequisites: None**

In this course students will examine the history and patterns of science and technology information coverage by the media and through the Internet. Through a detailed analysis of the split between authentic academic scholarship and the promotional treatment of science, as well as the influence of Search Engine algorithms, students will develop critical skills for discerning the quality and value of each source of technical information examined and for managing the choice and quality of related Search Engine algorithms.

# ACADEMIC POLICIES

## HOURS

Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

## STANDARDS FOR STUDENT ACHIEVEMENT – SATISFACTORY PROGRESS

5 CCR §71810(B)(8)

## GRADING

All courses offered at Andrew University are graded on on a scale as follows:

Letter Grade	Percentage	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	70-76	2.0
D	60-69	1.0
F	0-59	0.0

Different programs may have different requirements to maintain satisfactory progress. See **Program Descriptions: Program Completion Requirements** for details on the program in which you are enrolled.

## Standards for Student Achievement - Satisfactory Academic Progress (SAP)

Standards for Student Achievement also known as “Satisfactory Academic Progress (SAP)” is used to define successful completion of coursework to maintain eligibility for the program in which the student is enrolled. If you fail to meet these standards, you will be placed on “**Probation Due to Unsatisfactory Academic Progress**” (See below. Your academic performance must meet the SAP standards below.

### Qualitative standard:

Represented by your grade point average (GPA). You must maintain a minimum cumulative GPA to remain eligible for aid. Different programs have different requirements to maintain satisfactory progress. See **Program Descriptions: Program Completion Requirements** for details on the program in which you are enrolled.

### **Quantitative standard:**

You must complete your certificate program within a certain timeframe, which varies according to your program. See **Program Descriptions: Completion Requirements** for details on the program in which you are enrolled.

### **Performance Feedback Systems**

To understand how this grading and learning system is administered at Andrew University, it is helpful to understand Andrew University's performance feedback systems, which form the backdrop for this system. These systems have been designed over many years in cooperation with an expert in continuous quality improvement.

On a regular basis, students in Andrew University's programs receive feedback on their achievement through the use of specially designed performance improvement feedback systems. These feedback systems are of many types and allow students to receive immediate and thorough feedback on their performance so they can improve their work more quickly and efficiently as well as identify when they may need additional support. Additionally, these performance improvement systems assist the students in developing the ability to receive feedback and to critically evaluate their performance; capabilities that are essential for students internalizing the ability to critique themselves and continuously evolving their skills. Further, these systems also give students, faculty, and the Office of Academic Affairs a means of determining if a student should retake a particular lesson or in rare cases, a particular course.

### **Course Competency Checklist**

One example of a feedback system is the daily Course Competency Checklist, which details the distinctions of each individual lesson and is used by students and teachers to measure progress. This performance improvement system allows both the teacher and student to evaluate and track what they have learned, their competency in each distinction/skill, and any areas they have missed as well. These checklists also give teachers and students a formal means of providing immediate constructive feedback to each other: teacher to student, student to peer and student to her/himself. All items on the Course Competency Checklist are evaluated on a pass/fail basis (see *Grade: Pass/Fail* below). Relative to this dimension of grading

Another example of a performance improvement feedback processes used in the grading systems is the **Acknowledgment Feedback System**, which is used by students in every course for giving feedback to one another.

Together these systems allow students to receive immediate and constructive feedback on skill levels in many dimensions of competence--from customer service skills, to the ability to communicate effectively and empathetically, to goal setting and many other areas for improvement.

**These feedback processes are cumulative and reviewed approximately every five weeks as students meet privately with the Office of the Dean of Student Development.** These regularly scheduled meetings are called **Private Mentoring and Feedback Meetings** and are a part of every program.

## FAILED COURSEWORK

Courses failed may jeopardize the student's ability to meet certain graduation requirements. Failed courses can be retaken a second time and if a student receives a passing grade, this grade can be added to a transcript.

A student may also be determined to have failed a course if they engage in disruptive behavior in a class as described in the *Withdrawal Policy* below.

In addition to failing a COURSE as described above in the Grading System, a student may also fail a PROGRAM under the following circumstances:

- The student does not maintain satisfactory attendance (see *Attendance* policy and also *Probation Due to Non-Attendance* below).
- The student fails to meet financial agreements made with the institution (see *Probation Due to Non-Payment* and *Leave of Absence* sections below).
- The student demonstrates illegal, inappropriate, unethical or unlawful behaviors at the campus or in the community and/or whose actions or behaviors affect his/her or others' professional career development, well being, health and or safety (see *Withdrawal Policy* below).

## ATTENDANCE CEC §94909(A)(8)(D)

Attendance will be recorded in each course scheduled. Students must attend a certain amount of the scheduled hours specific to their course and/or program in order to pass their course and/or program. Students are allowed to miss a maximum of two sessions per course per semester. A chronic pattern of tardiness or early departure (a total of 3 occasions per semester) are grounds for dismissal from the course and a no grade.

Students may consult the instructor on other ways to make up the material missed. Required make-up hours and the method of make up are determined on an individual basis by the instructor.

A student who has failed to attend three (3) consecutive scheduled course classes will be placed on probation (see *Probation for Non-Attendance* under *Probation Policy* below).

## REQUIRED TOTAL HOURS FOR COMPLETION

See *Program Completion Requirements* found in the program description for the specific program of interest.

### Time for Completion (by Program)

See *Program Completion Requirements* found in the program description for the specific program of interest.

### Incomplete Programs and Courses

Programs and courses are considered *Incomplete* when students do not finish the specified hours for the program or course.

Dropping out of courses or leaving with portions of coursework unfinished without communication or without following the Leave of Absence policies automatically places a student on *Probation*. (see *Leave of Absence, Probation and Withdrawal* policies below). After three months of no communication a student will be withdrawn from school.

## **PROBATION POLICY**

Probation is a period of special supervision of a student, caused by any or all of the conditions set forth below in this section. In probation, the student remains in continuous enrollment and financially responsible for their agreements and contracts. Certain conditions described below initiate probation and certain remedies remove a probationary status.

The probation terms are outlined on an advising form that is reviewed with the student, signed and dated by the student, and a school representative. A student who fails probation will be withdrawn (see *Withdrawal Policy*). See the following procedures for details.

### **Probation Due to Non-Attendance**

A student will be automatically placed on Probation if they fail to attend seven consecutive scheduled course classes without communication to Andrew University or without arranging a voluntary Leave of Absence. If there is not an arrangement to transfer to another course, or to create a make-up course schedule, or initiate a voluntary Leave of Absence, the student is still considered registered in courses and in probationary status and yet cannot attend courses.

**Removal From ‘Probation Due to Non-Attendance’** – To satisfy requirements to be removed from probation, a student must meet with the Dean of Academic Affairs in person. At this time the missed course class hours must be rescheduled. A student has 30 days to satisfy these requirements to reverse probationary status or they will be withdrawn.

### **Probation Due to Unsatisfactory Academic Progress**

Students who have obtained a “Fail” in a course will be placed on academic probation.

**Removal From ‘Probation Due to Unsatisfactory Academic Progress’** – Students in a massage program will remain on academic probation until they have satisfactorily completed the failed course. Students have 60 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

Students in programs not designed to meet certification requirements e.g., Holistic Life Coaching, will remain on academic probation until they satisfactorily complete any course in that program. Students have 60 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

### **Probation Due to Non-Payment**

A student will be automatically placed on Probation if they fail in paying tuition payments either:

- 1) one occasion of three weeks or more late, or
- 2) three payments late in a six month period.

**Removal From ‘Probation Due to Non-Payment’** – The student on Probation Due to Non-Payment is still considered registered into courses and will not be allowed to attend course classes until past due payments and late fees have been paid in full. A student has 30 days to satisfy these requirements to reverse this probationary status or they will be withdrawn.

### **Probation Due to Misconduct**

A student will be placed on Probation Due to Misconduct if they demonstrate illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others’ professional career development, well being, health or safety. The student on Probation Due to Misconduct is still considered registered into courses.

The condition of Probation Due to Misconduct, is determined by the Dean of Academic Affairs at her/his discretion.

### **Procedure for Determining Probation Due to Misconduct**

When behavior which might constitute misconduct is first reported to Andrew University administration, the student will be required to attend a meeting with the Dean of Academic Affairs and at least one additional staff or faculty member. Full disclosure of all events will be sought and evaluated by Andrew University staff, who determine if grounds for either withdrawal or for probation exist. If it is determined that grounds for withdrawal or probation may exist, the Dean of Academic Affairs will be notified and be briefed by this team. The Dean of Academic Affairs will then determine if further investigation is warranted and may conduct investigatory interviews with the student, other students, faculty, staff or others. If a determination is made that probation is warranted, the Dean of Academic Affairs will meet with the student and present a behavioral conduct plan that the student must agree to or be withdrawn from the institution.

**Removal From ‘Probation Due to Misconduct’** – The student must satisfy the requirements of a behavioral conduct plan developed by the Dean of Academic Affairs in order to be removed from this status. A student has 30 days to satisfy the requirements of the plan to reverse this probationary status or they will be withdrawn.

## **DISMISSAL POLICY** CEC §94909(A)(8)(C)

Andrew University reserves the right to immediately dismiss a student who demonstrates illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others’ professional career development, well being, health or safety.

Once dismissed for any reason, a student is invited to reapply. The invitation to reapply does not guarantee readmission (see Withdrawal Policy and Student Conduct and Student Rights, Communications and Grievances, and Student Development in Other Policies below). If accepted for admission, the student will be credited for tuition previously paid. Tuition will be calculated at the current tuition rate. After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

## Voluntary Leave of Absence

Andrew University expects students to maintain continuous enrollment for all of their courses in a program from admission through completion. However, we also recognize that circumstances may arise that may make it necessary for students to interrupt their program and take an official **Voluntary Leave of Absence (Leave of Absence)**.

For instance, students may encounter an unexpected situation such as an injury, severe illness in the family, pregnancy, or the need to change job or career positions. Under special circumstances such as these, a Leave of Absence is typically approved. All Leaves of Absence have a pre-determined timeframe (determined in part by the student's need) and must be approved by the Dean of Academic Affairs prior to the beginning of the leave.

A student may request one Leave of Absence in writing by mail to the Dean of Academic Affairs, for up to 180 days of leave per calendar year. The written request must be addressed to: Dean of Academic Affairs Andrew University, 1821 Catalina Avenue, Berkeley, California 94707.

Extensions to the Leave of Absence must be requested in writing before the expiration of the original Leave of Absence. However, a Leave of Absence may not exceed a cumulative total of one year.

There is no charge for a Leave of Absence; however, if a student does not return from the Leave of Absence within 30 days of the conclusion of the arranged Leave, the student will be withdrawn from his/her program. If re-entry is requested after withdrawal, the student will be charged at the current cost of the program (with credit given for previous payment amounts). After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

**Loans:** Students who have loans will need to notify Andrew University what financial arrangements will be made for their payments while they are on their Leave of Absence, and work with the school and any outside financial lenders to maintain financial integrity during the leave. Most loan programs require students to make their payments continuously, even during a Leave of Absence. (Students are cautioned to consider carefully the effect of a Leave of Absence on their loan status.)

## Involuntary Leave of Absence

While Andrew University provides a wide range of services to support and address the well being and continued mental and physical health of our students, in some rare circumstances a student is unable to perform the basic academic and/or skilled activities of student life, or the level of care required for a particular student may exceed the resources and staffing that the institution can reasonably be expected to provide. For example, students may have psychiatric, psychological or medical conditions which affect their behavior to such a degree that the student's actions jeopardize the lives or safety of others or significantly disrupts the activities of the student community.

Under such circumstances, a mandated or Involuntary Leave of Absence may be indicated. The Involuntary Leave of Absence, if necessary, will be initiated by the Dean of Academic Affairs. The decision to place a student on a Involuntary Leave of Absence (Involuntary Leave) and the parameters for the Involuntary Leave are determined by the Dean of Academic Affairs.

As an alternative to invoking this policy, the School will encourage and permit a student to take a Voluntary Leave (although restrictions or conditions of return may apply). Financial arrangements will be considered on a case-by-case situation. The student on Involuntary Leave is still considered registered into courses.

If a student refuses to be placed on an Involuntary Leave of Absence, they may face withdrawal from the institution especially if the institution determines that their conduct is potentially detrimental to others.

**Return from Involuntary Leave of Absence** – The student may have the Involuntary Leave of Absence removed once they satisfy for the Dean of Academic Affairs that the conditions for which the Leave was initiated no longer exist.

A student has up to one year to satisfy the conditions stipulated by the Dean of Academic Affairs or they will be withdrawn.

## **WITHDRAWAL POLICY**

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Probation or Leave of Absence.

1) **The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.** The notification of withdrawal must be delivered in person or sent by US mail to: Dean of Academic Affairs Andrew University, 1821 Catalina Avenue, Berkeley, California 94707.

For further details, see also **Cancellation, Withdrawal and Refund Policy** in the next section, ***Other Policies***.

2) The institution terminates the student's enrollment in dismissal, for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school (see Probation and Dismissal polices above.) This includes withdrawal of a student for failure to satisfy the requirements of probation or Leave of Absence (see Probation and Leave of Absence Policies above).

## OTHER POLICIES

### STUDENT CONDUCT POLICY

Achieving success in life and at Andrew University depends in large part on your ability to embody many aspects of character. These dimensions of character include clear and conscious communication, adherence to the basic principles of self-responsibility, respect for the dignity, rights and needs of all individuals, compassion, tolerance, honesty, integrity and ethical behavior amongst others.

#### **Ethical Standards of Conduct**

To support student's alignment with Andrew University's commitment to excellence in their conduct and development, included at the end of this catalog are Ethical Standards of Conduct. These guidelines form the basis upon which Andrew University measures ethical conduct. We ask students to read and carefully consider these ethical guidelines, which will be used as a benchmark for evaluating behavior and behavioral misconduct.

#### **Misconduct**

Andrew University reserves the right to immediately dismiss, or place on Probation Due to Misconduct, a student who demonstrates illegal, inappropriate, unethical or unlawful behavior at the campus or in the community and/or whose actions and behaviors affects his/her or others' professional career development, well being, health or safety.

Determination of grounds for withdrawal or probation, is determined by the Dean of Student Development.

#### **Procedure for Determining Grounds for Withdrawal or Probation**

When behavior which might constitute misconduct is first reported to Andrew University administration, the student will be required to attend a meeting with the Dean of Student Development and at least one additional staff or faculty member. Full disclosure of all events will be sought and evaluated by this team of Andrew University staff, who will determine if grounds for either withdrawal or evaluation for probation exist.

If it is determined that grounds for dismissal or probation may exist, the Dean of Academic Affairs will be notified and be briefed by this team. The Dean of Academic Affairs will then determine if further investigation is warranted and may conduct investigative interviews with the student, other students, faculty, staff or others. If a determination is made that withdrawal or probation is warranted, the Dean of Academic Affairs will meet with the student and present a behavioral conduct plan that the student must agree to or be withdrawn from the institution (see Withdrawal Policy above).

Once withdrawn for any reason, a student may reapply although conditions for acceptance may be specified by the Dean of Academic Affairs. The invitation does not guarantee readmission. If accepted for admission, students will be credited for tuition previously paid. Tuition will be calculated at the current tuition rate. After one year of absence, students must demonstrate appropriate skills in order to complete the course or program, which may require a competency evaluation session with an instructor subject to a \$75 per hour tutoring fee.

## **NONDISCRIMINATION POLICY**

Andrew University does not discriminate against any person on the basis of race, color, religion, national origin, gender, gender expression, sexual orientation, disability, marital status, or age in admission, treatment, or participation in its programs, services, and activities, or in employment.

## **STUDENTS RIGHTS, COMMUNICATION AND GRIEVANCE POLICY** 5 CCR §71810(B)(14)

Students are invited to communicate their special needs and concerns to their teachers at their earliest possible opportunity. Course acknowledgement/evaluation forms provided in class may be used for this purpose or students may speak with their instructors in person.

If there is an issue or grievance that the teacher is unable to handle to the student's satisfaction, or one that the student would prefer to keep confidential from the teacher, students are urged to contact the Dean of Academic Affairs in the school office at your earliest convenience.

The Dean of Academic Affairs is specially trained to support students' rights and address any grievances, or special needs that students may have with the school, the faculty or fellow students. Andrew University asks that students please address these issues within 24 hours of their inception, or at their earliest convenience to support the fulfillment of a quality education for themselves and to keep stress at a minimum. If a student prefers to address issues in writing to the Dean of Academic Affairs, they may do so by sending a letter to the following address: Dean of Academic Affairs, Andrew University, 1821 Catalina Avenue, Berkeley, California 94707.

If communication with either of these parties fails to meet a student's needs, or simply if a student would prefer for any reason, they are encouraged to submit their requests to the Dean of Student Development in writing at the following address: Andrew University, 1821 Catalina Avenue, Berkeley, California 94707.

To ensure good communication and authentic resolution of any issues, Andrew University advises students to follow the student support protocol (found below):

- Attending orientation to review the catalog and program binder for a better understanding of policies.
- Completing Acknowledgment Forms and submitting them to the teacher regularly.
- Speaking/writing to the teacher whenever needed.
- Speaking/writing to the Dean of Academic Affairs if needed.
- Speaking/writing to the Dean of Student Development if that is also needed.
- Attending regularly scheduled Private Mentoring and Feedback Meetings.
- Filling out anonymous end-of-course evaluations of the course, teacher, and school.
- Speaking/writing to the BPPE (see below).

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov). CEC §94909(a)(3)(C)

## STUDENT AND FAMILY RIGHTS TO PRIVACY

**The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA)** is the Federal law which requires educational institutions to establish a written policy with regard to the privacy rights of students. It also requires such institutions to make a statement describing their procedures with regard to students' privacy rights available.

Andrew University maintains the confidentiality of education records in accordance with the provisions of FERPA, and shall accord all the rights under the law to all students who are or have been in attendance at Andrew University.

### DEFINITIONS

For the purpose of this statement, Andrew University has adopted the following definitions of terms:

**Student:** any person who attends or has attended Andrew University.

**Education records:** any record (in handwriting, print, tapes, film, digital, or other medium) maintained by Andrew University, which is directly related to students. Education records include, but are not limited to, admissions, personal, academic, certain personnel, financial, and placement records.

## **Education records do not include the following:**

A personal record kept by a faculty or staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute, if appropriate.

An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment. (Employment records of persons who are employed solely as a consequence of University attendance, e.g. work-study students, are education records.)

Records maintained by Campus Safety, if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction.

Records created and maintained by physicians, psychologists, or other recognized professional or paraprofessional staff, acting or assisting in a professional capacity, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

Alumni records, which contain information about students after they are no longer in attendance at AU and which do not relate to the persons as students.

## **ANNUAL NOTIFICATION**

Andrew University will notify all registered students annually of their FERPA rights through publication of such in the Student Catalog, which is distributed to all students every year and is available upon request.

## **RIGHT OF INSPECTION**

Students may inspect and review information contained in their education records upon request to the appropriate record custodian. Andrew University has designated the Registrar as the staff person responsible for the coordination of inspection and review procedures for student education records.

## **REQUEST FOR REVIEW**

Students wishing to review their education records must present a written request to the Registrar. The request must identify as precisely as possible the records they wish to inspect.

The Registrar or another appropriate University staff member will make the needed arrangements for access as promptly as possible, and notify the student of the time and place where the records may be inspected. Access will be given within 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records related to them.

Students have the right to a copy of their education record which is subject to review only when failure to provide a copy of a record would effectively prevent the student from inspecting and reviewing the record, as determined at the discretion of the Registrar. No copies will be made for students living within commuting distance of the University. A copy of an education record otherwise subject to review may be refused if a “hold” for non-payment of financial obligations exists or in case of an unresolved disciplinary action involving the student. No copies of original documents, or of source documents which originate from and exist elsewhere, including any high school transcripts or transcripts from other academic institutions, will be made. Copies are made at the student’s expense and at a fee determined by the Registrar.

## **LIMITATIONS ON STUDENTS’ RIGHT OF ACCESS**

Under the law, Andrew University reserves the right to refuse to permit student inspection or review of the following:

Financial information submitted by parents.

Confidential letters and/or recommendations to which students have waived right of access or which were placed in their files before January 1, 1975.

Education records containing information about more than one student. In such a case, if possible, access will be allowed to the part of the record pertaining to the inquiring student.

Records connected with an application to attend Andrew University, if the application was denied.

Records excluded from the FERPA definition of education records.

## **DISCLOSURE OF EDUCATION RECORDS**

No person outside Andrew University shall have access to, nor shall Andrew University disclose, any personally identifiable information from a student’s education record, without the written consent of the student, except as permitted by law. The consent must specify the education record disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. In accordance with the law, Andrew University reserves the right to disclose education records without written consent to:

“School officials” who have a “legitimate educational interest”. “School officials” shall mean any person who is a regent, officer, agent, or employee of Andrew University, as appropriate. “Legitimate educational interest” shall mean any authorized interest or activity undertaken in the name of the University, and in the educational interest of a student, for which access to an education record is necessary or appropriate to the proper performance of the task. At Andrew this shall include access by personnel in the Offices of the President, Dean of Academic Achievement, Dean of Students, Registrar, Admissions, Regents, AU Faculty, legal counsel, and any others authorized by the President, to the extent that the foregoing persons are acting within the course and scope of their employment or authority, and access is necessary or appropriate as defined above.

To authorized representatives of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, if the information is necessary for audit

and evaluation of federal, state or locally supported programs and only if such agencies or authorities have a policy for protecting such information from re-disclosure and for destroying such information when it is no longer needed for such purpose (unless access is authorized by federal law or student consent). 5CCR 71930(e)

To persons or organizations providing student financial aid in order to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the award.

To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

If required by a state law requiring disclosure that was adopted prior to November 19, 1974.

To organizations conducting certain studies for or providing contracted services to the University, provided there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects.

To accrediting organizations carrying out their functions.

To persons in order to comply with a judicial order or a lawfully issued subpoena.

To appropriate parties in a health or safety emergency.

To parents of students under 21 years of age, who are claimed as economic dependents on the federal tax returns of one or more parent.

To officials of another school where the student seeks to enroll, or where the student is already enrolled, if the disclosure is for the purpose of the student's enrollment or transfer.

Andrew University will keep a record of all third party requests for and/or disclosure of information from a student's education record for at least one semester. The record will specify the education records disclosed, the name of the party making the request, any additional party to whom it may be re-disclosed, the date of the disclosure, and the legitimate interest the party had in requesting or obtaining the information, if appropriate. This written record may be reviewed by the student upon request. No record of disclosure is required for disclosures made to a student for his or her own use, disclosures made with written consent of a student, disclosures made to a AU "official" with a "legitimate educational interest," or for disclosures of "directory" type information.

## DIRECTORY INFORMATION

At the discretion of the Registrar or the Dean of Students, Andrew University may confirm or disclose “directory information” to the general public. The University defines “directory information” in accordance with FERPA to include:

- Name
- Addresses
- Email Addresses
- Telephone numbers
- Photograph
- Degrees, certificates, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and classification
- Previous academic institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Currently enrolled students may request the University not to disclose Directory Information by notifying the Registrar in writing within two weeks after the first day of classes for the fall semester. All written requests for non-disclosure of Directory Information by current students will be honored for the period of one academic year only; therefore, requests to withhold Directory Information must be filed annually. Forms are available in the Registrar’s Office. Alumni may request non-disclosure of Directory Information at any time; such requests will be honored until otherwise notified. Andrew University assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

## CORRECTION OF EDUCATION RECORDS

Students have the right to request to have their education records amended, if they believe the records are inaccurate, misleading, or in violation of their rights. Andrew University has established the following procedures for requests to change records.

Students who believe that their education records contain information that is inaccurate, misleading, or is otherwise in violation of their privacy or other rights, should first request the Registrar to amend the record. All such requests must be made in writing. When making such a request, students must clearly identify the part of the record they believe is incorrect, and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights. It is the responsibility of the student to provide legal documentation (*i.e.* official birth certificate, court record, or marriage certificate) for requests for name changes. Official University records are not altered, if former students change their names after they leave the University.

If the decision of the Registrar is in agreement with the request of the students, the appropriate records will be amended, and the students will be notified in writing of the amendment. If the decision is not in agreement, the Registrar will notify the students of the decision, and advise them of their right to a formal hearing to challenge the information believed to be inaccurate, misleading, or in violation of their rights.

Within fourteen (14) days after receipt of the notice from the Registrar, students may address requests for a hearing in writing to the Dean of Academic Achievement. The Dean of Academic Achievement will, within a reasonable period of time after receiving such requests, inform students of the date, place, and time of the hearing.

The hearing will be conducted by one or more disinterested individuals designated by the Dean of Academic Achievement. The panel will deliver a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented, state the findings of fact, and provide the reasons for the panel's decision. The decision of the panel will be final. The written report shall be mailed to the students and any other concerned party within 30 days after the date of the hearing.

At the hearing, students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in their original request to amend their education records. The student may be assisted by one or more individuals, including an attorney, at their expense.

If the University determines that the challenged information is not inaccurate, misleading, or in violation of the students' right of privacy or other rights, it will notify the students that they have the right to place a statement in their education record commenting on the challenged information and/or a statement setting forth their reasons for disagreeing with the decision. The statement will be maintained as part of the students' education record as long as the contested portion is maintained. And, if Andrew discloses a contested portion of a record, it will also disclose the students' statement.

If it is determined that the education records at issue are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, the education records shall be amended in accordance with the decision and the students shall be informed of the amendment in writing.

## **VETERANS' RECORDS**

Under the requirements of CFR §14209(f), Retention of Records, the University keeps all records and accounts pertaining to each period of enrollment of veterans and other eligible persons intact and in good condition for at least three (3) years following the termination of the enrollment periods. If the Registrar receives a written request from the General Accounting Office or the Veterans Administration no later than 30 days prior to the end of the three-year period, the University will keep the records longer as requested.

# STUDENT DEVELOPMENT

## HOUSING

Andrew University does not assume any responsibility for student housing or student housing assistance. Andrew University does not have any dormitory facilities under its control. Rental properties are readily available in proximity to Andrew University. According to rentals.com rental properties for Berkeley or adjacent areas for a one bedroom apartment start at \$900 per month. 5 CCR §71810(b)(13)(A-C)

Students may post on the school bulletin board nearby housing and shared housing available. Such shared housing may be a helpful way to find lower cost rent in the SF Bay Area. *We are not responsible for any housing or situation that you may encounter finding housing in this manner.*

## LIBRARY SERVICES

### GTU LIBRARY

Andrew University's primary library services are through a library use agreement with the Graduate Theological Union (GTU) (two miles away). Students pay \$30 for borrowing and reference research support services for a period of one year.

The GTU Library, the third largest of its kind in the nation, and one noted for its rich collection of material resources in the fields of theology, religion, philosophy, and literature.

### LIBRARY TOUR AND REGISTRATION

Each year, students attend a library registration and reference services tour with an Andrew University faculty member.

### RESEARCH SUPPORT AND GUIDANCE 5 CCR §71740(B); (D)(2)

GTU's research professionals possess the requisite skills to insure student access to the most current research materials, tools and approaches.

**For a detailed description of all library services including research services, locations, directions, phone numbers, email addresses, and online resources such as librarian chat services and research guide, as well as the services NOT included in the agreement, please see Appendix 1 at the end of this catalog.**

The GTU Library is located at 2400 Ridge Road, Berkeley, California 94707.

Website: <http://gtu.edu/library>

## **PLACEMENT SERVICES**

Andrew University offers no vocational placement services. It is understood that Andrew University does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate.

## **ADDITIONAL STUDENT SERVICES**

Andrew University also offers a range of other student services, including:

Student orientations for students in every program.

- Graduation ceremonies to celebrate student success and provide an opportunity for friends and family to understand students' accomplishments.
- Kitchen facilities including refrigeration, a microwave oven, coffee makers and toasters. Coffee, tea and water are provided free of charge.
- A Student Lounge for reading and socializing.
- A dining hall.
- Free Wifi access.
- A chapel for meditation and reflection.
- Fitness equipment.

## STUDENT RECORDS

Andrew University organizes and maintain all records required by state, Federal and other educational authorities. The records are maintained in the following manner [5 CCR §71930(a)]:

- 1) In addition to permanently retaining a transcript (CEC §94900(b)), Andrew University maintains for a period of five (5) years or more the pertinent student records<sup>1</sup> from the student's date of completion or withdrawal. 5 CCR §71930(b)(1)
- 2) Andrew University also maintains records relating to federal financial aid programs as provided by federal law. 5 CCR §71930(b)(2)

### STORAGE AND ORGANIZATION OF CURRENT RECORDS 5 CCR §71930(c)

A record is considered current for a minimum of three years following a student's completion or withdrawal. 5 CCR §71930(c)

All student files are organized alphabetically.

Student records are stored on media that ensures against all loss of information or legibility for the period within which the record is required to be maintained by the California Private Postsecondary Education Act of 2009. 5 CCR §71930(c)(1)

Current student records are maintained using both paper and secure electronic media formats. Current student records in paper format are stored in fire-resistant cabinets. All paper files that are part of the current and permanent records will be scanned into an electronic format routinely for the purpose of University archiving and enhancement of security through electronic record redundancy at alternate locations. 5 CCR §71920 and §71930(d)

Student records, both financial and academic, paper and electronic are maintained at the Official Repository of the Office of the Registrar at 1821 Catalina Ave., Berkeley, California, 94707. The phone number is (510) 558-8228. 5 CCR §71310(b)

The Registrar's Office staff will, under the direction of the Registrar, add to the record such new information as pertains to the student's demographic and academic record as it becomes available, semester-by-semester, and as the student progresses in his/her career at Andrew.

For current records, Andrew University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices are maintained in close proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, Andrew University is able to reproduce exact, legible printed copies within two (2) business days. 5 CCR §71930(c)(2)

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<sup>1</sup> As described in 5 CCR §71920.

## **CUSTODIAN OF STUDENT RECORDS** 5 CCR §71310(A)

The custodian of all records for currently enrolled students and for all official academic records is Claudia Johnson, PhD. Dr. Johnson's address and phone number is posted in school policy documents, the Faculty Handbook and is available upon request through the Registrar's Office. Her email address is [claudiaj@andrewuniversity.edu](mailto:claudiaj@andrewuniversity.edu).

## **THE PERMANENT RECORD** CEC §94900(B)(1-3)

The Permanent Record of each student taking one or more courses at Andrew University shall consist of the following:

1. Personal information sufficient to identify the student as unique (name, birth date, student identification number, Social Security number, address at time of most recent registration).
2. All courses in which the student has duly enrolled, whether for credit or not, the credits/units earned, with the letter grade assigned upon completion of the course.
3. Any degrees or certificates earned by the student at Andrew University.
4. Honors or awards earned or received.
5. Any expulsion, suspension, or unauthorized withdrawal and may be expunged only by the procedures set out in the University *Procedure F.4.1.2 Amendments to Student Records*.
6. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal; 5 CCR §71920(b)(5)(A)
7. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit; 5 CCR §71920(b)(5)(B)
8. Credit for courses earned at other institutions; 5 CCR §71920(b)(5)(C)
9. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes; 5 CCR §71920(b)(5)(D)
10. The name, address, website address, and telephone number of the University.  
5 CCR §71920(b)(5)(E)

### **Permanent Record Creation And Storage**

It is the policy of Andrew University to ensure for all time the safety, accessibility, confidentiality, and good condition of the Permanent Record of every Andrew student, past and present.

For each and every student who enrolled at Andrew University at any time prior to fall semester, 2015, the Registrar shall establish and maintain a electronic copy of good, readable, and reproducible quality of the student's permanent record, whether that student was a matriculating or a visiting student, whether enrolled for credit or not for credit.

A permanent copy of the electronic record will be maintained in good condition in the fire-proof vault in the Records Room on the Andrew campus at 1821 Santa Catalina Ave., Berkeley, California, 94707. The phone number is (510) 558-8228. 5 CCR §71310(b)

For each and every student enrolling at Andrew University as a new or continuing student beginning in fall semester, 2015, the Registrar's Office of Andrew University will establish and maintain within an electronic data file in the Student Information System of the University a complete Permanent Record, whether the student is a matriculant or visiting student, whether enrolled for credit or not.

This file will contain all data as identified as part of the Permanent Record in accordance with this procedure. The Registrar's Office staff will, under the direction of the Registrar, add to the record such new information as pertains to the student's demographic and academic record as it becomes available, semester-by-semester, and as the student progresses in his/her career at Andrew.

These records will be created in a combination of paper and electronic formats and maintained at the Office of the Registrar at 1821 Catalina Ave., Berkeley, California, 94707. The phone number is (510) 558-8228. 5 CCR §71310(b)

## **SECURITY OF STUDENT RECORDS**

On a daily basis, the Computer Operations Department of Andrew University will perform a back up of any and all databases that have been altered during the course of that day. Every Friday except the first Saturday in January, the Computer Operations Department of Andrew University will perform a complete backup of all records within the student data file. The Computer Operations staff will store the daily and weekly backups in the fire-proof vault in the Records Room on the Andrew campus at 1821 Santa Catalina Ave., Berkeley, California, 94707. The phone number is (510) 558-8228. 5 CCR §71310(b)

A second permanent copy of the electronic record will be maintained in good condition at a separate location in the fire-proof vault in the Records Room on the Andrew campus at 1821 Santa Catalina Ave., Berkeley, California, 94707. The phone number for the office is (510) 558-8228. 5 CCR §71310(b)

## **OTHER STUDENT RECORDS** CEC §94900.5(A,B)

In addition to the Permanent Record, for a period of ten years, Andrew University maintains on campus complete and accurate records of all Student Academic Records, including but not limited to:

1. Student petitions/outcomes.
2. Academic Standards Committee actions.
3. Correspondence related to certificate progress for matriculated students.
4. Requests for disclosures from third parties.

Application materials including written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following [5 CCR §71920(b)(1)]:

1. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test. 5 CCR §71920(b)(1)(A)
2. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program. 5 CCR §71920(b)(1)(B)
3. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes. 5 CCR §71920(b)(1)(C)
4. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit. 5 CCR §71920(b)(1)(D)

Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student. 5 CCR §71920(b)(2)

Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid. 5 CCR §71920(b)(3)

Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation. 5 CCR §71920(b)(4) and

For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course. 5 CCR §71920(b)(6)

The dissertations, theses, and other student projects submitted by graduate students. 5 CCR §71920(b)(7)

Financial records including the above and, but limited to,:

1. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency. 5 CCR 71920(b)(8)
2. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received. 5 CCR §71920(b)(9)
3. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. 5 CCR §71920(b)(10)

Copies of any official advisory notices or warnings regarding the student's progress. 5 CCR §71920(b)(11)

Complaints received from the student. 5 CCR §71920(b)(12)

In addition to the Permanent Record contained in the electronic transcript, the Office of the Registrar will retain the paper record file as a repository of admission, academic, enrollment, and

grade roster information for each undergraduate student until graduation, whereupon it will be removed to the permanent, secure storage space in the Records Room on the Andrew University campus.

For any student who neither graduates nor formally withdraws nor transfers from the university, the paper record file will be retained in the Office of the Registrar for one year following the normal date of graduation, whereupon it will be removed to the permanent, secure storage space in on the Andrew campus.

# CANCELLATION, WITHDRAWAL AND REFUND POLICY

## STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first course session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time (See Withdrawal from the Program section below) and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. (Please read details below in the Withdrawal from the Program section.\*\*)
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1821 Catalina Avenue, Berkeley, California 94707. This can be done by confirmed email or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when postmarked, if properly addressed and with proper postage. If sent by email, it must be confirmed as received.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a non-refundable registration fee not to exceed \$250.00 per individual program, within 45 days after the notice of cancellation is received.

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00 within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later. The notification of withdrawal must be delivered in person or sent by US mail to: Office of Registrar, Andrew University, 1821 Catalina Avenue, Berkeley, California 94707.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. This includes withdrawal of a student for failure to satisfy the requirements of Probation or Leave of Absence.

For the purpose of determining the amount of the refund, **the date of the notification receipt on student's withdrawal letter** shall be deemed the last date of recorded attendance. The student is responsible for all of the courses and classes within his/her program(s) until that date. The amount owed equals the **credit-hour** charge for the program(s) (total institutional charge, minus non-refundable fees, divided by the number of credit-hours in the program(s)), multiplied by the number of scheduled hours, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

# MANAGEMENT, STAFF AND FACULTY

## MANAGEMENT AND STAFF

Titus Yu, PhD., Founder, President (Interim)

David Ross, Ph.D., Dean of Students

Claudia Johnson, Ph.D., Dean of Academic Achievement (Interim)

Jensen Bao, Ph.D., Vice President, Administration

Suzy Yu, B.A., Registrar

Wendy Lin, B.A., Comptroller (Interim)

## FACULTY

This institution has contracted with duly qualified faculty members who meet the qualifications of Code 71720(b) for their specific expertise in their field.

Faculty members at Andrew University also teach at other colleges, postsecondary schools, and private schools in the San Francisco Bay Area.

### Core Faculty

Anne C. O. Fong, D.Min., Andrew University: Biblical Exegesis; M.A. Christian Witness Theological Seminary: Christian Education

Claudia Durst Johnson, Ph.D., Southern Illinois University: American Literature

Titus Yu, President, Ph.D., Joint Degree, University of Washington and California Institute of Integral Studies

### Adjunct Faculty

Bang Tai Xu, M.A., University of California at Berkeley; PhD. Cand., Andrew University: Humanities

## STATE OF CALIFORNIA CONSUMER INFORMATION

Andrew University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (CEC §94909(a)(2) and CEC §94897(l)(1)(2)).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You can receive this catalog by email, in bound paper version, or both. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (CEC §94909(a)(3)(B)).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone and Fax #'s: (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897. Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov). (CEC §94909(a)(3)(C)).

Andrew University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law (CEC §94909(a)(12)).

Andrew University does not participate in federal or state financial aid programs (CEC §94909(a)(10)).

Andrew University offers certificate programs that are not accredited by an agency recognized by the United States Department of Education (USDOE), and this Institution's students are therefore not eligible for federal financial aid programs. Additionally, Andrew University's programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. Andrew University programs are not designed to and therefore do not prepare students for licensure in any field of endeavor (CEC §94909(a)(16) and CEC §94897(p)).

## CHANGES TO THIS CATALOG

Information about Andrew University is published in this catalog and contains a description of policies, procedures, and other information about the school. Andrew University publishes a revised version of this catalog annually, or as required for changes and updates by the BPPE. ANDREW UNIVERSITY reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. **Students are expected to read and be familiar with the information contained in the catalog and in any revisions, supplements, and addenda to the catalog, as well as with all school policies. By enrolling in Andrew University, the student agrees to abide by the terms stated in the catalog and all school policies.**

# ETHICAL STANDARDS OF CONDUCT

## 1. ABUSE/ENDANGERMENT/HAZING OF A PERSON:

Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity.

## 2. SEXUAL HARASSMENT AND MISCONDUCT:

Engaging in unwelcome conduct of a sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to University programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence. Sexual misconduct is a form of sexual harassment and refers to attempted or completed unwanted or non-consensual sexual activity, including, but not limited to the following: rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion.

## 3. HARASSMENT:

Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to University programs, activities or opportunities, and such behavior would detrimentally affect a reasonable person under the same circumstances.

Behaviors that meet the above definition may include, but are not limited to, the following: directing physical or verbal conduct at an individual because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas; subjecting a person or group of persons to unwanted physical contact or threat of such; or engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.

#### **4. WEAPONS, EXPLOSIVES AND OTHER DANGEROUS ITEMS:**

The possession, storing, carrying, or use of any weapon, ammunition, explosive, or dangerous chemical or gas by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may not be used on the property of the University.

#### **5. FIRE SAFETY VIOLATIONS:**

Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk health and safety of self or others during a fire related incident. Burning candles, incense or other items in the Residence Halls or other University facilities, whether attended or unattended.

#### **6. ALCOHOL AND/OR DRUGS:**

Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Anyone, including those under 21, serving alcohol to persons under 21 is in violation of both University regulations and state law. Excessive consumption of alcohol is also prohibited and occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of the the State of California and University Policies and Rules.

It is also a violation for a student to be in the presence of alcohol and/or illegal drugs in any residential area.

#### **7. FALSE INFORMATION:**

Intentionally providing false or inaccurate information or records to University or local authorities. Providing a false report of an emergency, University policy and/or Code violation. Knowingly providing false statements or testimony during an investigation or University proceeding.

#### **8. THEFT AND POSSESSION OF STOLEN PROPERTY:**

The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

## **9. DISRUPTION OF OPERATIONS:**

Obstruction or disruption of classes, research projects, conduct processes and/or investigations, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. An action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services.

## **10. VIOLATIONS OF ACADEMIC INTEGRITY:**

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Andrew University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. Special Procedures are used to address violations of academic integrity.

## **11. FAILURE TO COMPLY:**

Failing to comply with reasonable directives from University or other officials when directed to do so. Failure to provide identification, to report to an administrative office, or, when reasonable cause exists, failure to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or University staff. Failing to complete sanctions assigned as part of the conduct process.

## **12. FORGERY/ALTERATION:**

Making, using or possessing any falsified official record or University document; altering or forging any University or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, altering parking permits, and misuse of forms (e.g., letterhead stationery, University forms).

### **13. UNAUTHORIZED ENTRY OR USE:**

Unauthorized entry into or use of property or University facilities, including private residences, offices, classrooms, computers, computer networks, and other restricted facilities. It is a student's obligation not to infringe upon the rights of all members of the campus to privacy in offices and in the keeping of personal papers, confidential records and effects, subject only to the general law and University regulations. The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any University computer policy.

### **14. DISORDERLY CONDUCT:**

Engaging in disorderly, disruptive, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; creating a physically hazardous or physically offensive condition; inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or disruption of programs, classroom activities or functions, and processes of the University.

### **15. VIOLATIONS OF UNIVERSITY REGULATIONS:**

Violating written University policy or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings.

### **16. VIOLATION OF LAW:**

When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial University Interest.

### **17. RETALIATION:**

Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct.

## **APPENDIX 1: THE GRADUATE THEOLOGICAL UNION (GTU) LIBRARY**

Andrew University students and faculty have access to the GTU Library, the third largest of its kind in the nation, and one noted for its rich collection of material resources in the fields of theology, religion, philosophy, and literature. The GTU Library was created in 1969, when each of the nine member schools contributed its collection to form a common library. The combined collection of the Flora Lamson Hewlett Library in Berkeley and the branch library at San Francisco Theological Seminary (SFFS) in San Anselmo (Marin County) numbers more than 558,000 items and serves approximately 900 students. The collections of the GTU library represent both Western and Eastern philosophy, the humanities and theology.

The GTU Library is located at 2400 Ridge Road, Berkeley, California 94707.

Website: <http://gtu.edu/library>

### **LIBRARY PRIVILEGES**

The library use agreement with GTU library provides reference services, stacks access and borrowing privileges to the students of Andrew University by means of a reduced fee Community Borrowers Card. Under this agreement, students are provided:

- Borrowing privileges: 28-day checkout, a maximum of 30 books.
- On-site access to digital resources maintained by the GTU Library.
- In-library instruction in the use of databases and discovery tools in the GTU Library.
- Regular services of a professional librarian experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and can actively serve as a resource guide for both graduate and undergraduate students. 5 CCR §71740

## **LIBRARY RESPONSIBILITIES**

Students are required to follow the current circulation procedures of the GTU library. Students will be held responsible for payment of library fines directly to the GTU. Failure to pay library fines for late, lost or damaged items before the end of each semester may result in loss of borrowing privileges and, potential penalties at Andrew University.

## **NOT COVERED UNDER THE AGREEMENT**

The GTU Library Card **does NOT entitle the student to:**

- The GTU Consortial-wide wireless network
- Off-site use of proprietary databases
- Inter-Library Loan services
- GTU Student Borrowing Privileges

## **ACCESS TO THE GTU LIBRARY**

### **ORIENTATION AND LIBRARY TOURS**

During new student orientation, a registration and library services tour of the GTU library will be given to all students.

## **LIBRARY HOURS**

### **GTU Library Hours**

Note: For current GTU Library hours, please call: 510-649-2400. For current SFTS Branch Library hours, please see the SFTS Branch Library page.

### **Typical Semester Hours**

Monday-Thursday 8:30am- 9pm

Friday 8:30am- 5pm

Saturday 11am- 6pm

Sunday 1pm- 7pm

### **Please note:**

Hours are subject to change. Building closure begins fifteen minutes before the hour. No materials will be checked out after this time.

Patrons needing research assistance should come when the Reference Desk is open or should contact the Reference Desk ahead of time. For Reference Desk hours and more information about Reference services, see the Reference Services Overview page.

Rare Books may only be accessed Monday through Friday from 9 am to 4 pm. Archives may only be accessed Monday through Friday from 9 am to 4 pm. Materials must be requested at least 30 minutes before these closing times. For more information see, Library Information: Special Collections and Special Collections.

## **GTU LIBRARY ADDRESS AND DIRECTIONS**

Library and Administrative Staff Offices: 2400 Ridge Road, Berkeley, CA 94709  
Phone 510/649-2400  
Fax 510/649-1417 (Library and Administrative Offices)  
Fax 510/649-1730 (Student Services)

Visit [www.mapquest.com](http://www.mapquest.com) or the GTU Library website Directions Page: <http://gtu.edu/admissions/visit/directions> for door-to-door driving directions, or check the directions below.

The GTU Library is accessible by car, BART and bus.

### **FROM LOCAL AIRPORTS TO BERKELEY**

#### **San Francisco (SFO) by BART approx 1 hour, cost \$8.65.**

At the airport, take the Dublin/Pleasanton train and get off at the Balboa Park Station. Transfer to a Richmond train. (If you forget to transfer at Balboa Park, Just be sure to do so before you get to the last SF stop, Embarcadero) Take the Richmond train to the Downtown Berkeley station. (If a Richmond train is no longer running from SF, take the Pittsburgh/Bay Point train across the bay and make sure to transfer to a Richmond train by the time you get to MacArthur station. You can transfer at 12th St., 19th St., or MacArthur in Oakland.)

#### **Oakland (OAK) by BART approx. 45min.-1 hour, \$5.35.**

**Step 1:** Get on the BART train directly across the Oakland airport. The train will head toward the Coliseum/Oakland Airport station.

**Step 2:** At the Coliseum/Oakland Airport station, take the Richmond train. Get off at the Downtown Berkeley station. Same options as above are available for getting to the GTU from the BART station.

### **DRIVING TO THE GTU**

#### **From Highway 13**

Exit Tunnel Road.

Continue west on Tunnel Road to Ashby Avenue (near the Claremont Hotel).

Continue west on Ashby to Shattuck Ave.

Turn right and head north on Shattuck to Hearst.

Turn right on Hearst and go east (towards the hills) to Euclid Avenue (2nd light)

Turn left on Euclid Avenue and go one block to Ridge.

Turn left on Ridge and go one block west (towards the Bay).

The library is at 2400 Ridge Road at Scenic.

**From Highway 24**

Get on 13 and follow above directions.

**From Highway 80**

Exit at University Ave.

Continue east towards the hills until University Ave. ends at Oxford Ave. (at U. C. Berkeley).

Turn left and head north to Hearst (2nd light).

Turn right on Hearst and go to Euclid Avenue (1st light)

Turn left on Euclid Avenue and go one block to Ridge.

Turn left on Ridge and go one block west (towards the Bay).

The GTU Library is at 2400 Ridge Road at Scenic.

**From Highway 580**

Exit at 51st and Telegraph Avenue.

Turn left and head west on 51st to Shattuck Avenue.

Turn right and head north on Shattuck to Hearst.

Turn right on Hearst and go east (towards the hills) to Euclid Avenue (2nd light).

Turn left on Euclid Avenue and go one block to Ridge.

Turn left on Ridge and go one block west (towards the Bay).

The GTU Library is at 2400 Ridge Road at Scenic.

**VIA PUBLIC TRANSPORTATION****From BART by Bus**

Get off at the downtown Berkeley BART station, exit at the main entrance, up escalator.

Take the 8 or 65 bus to Euclid Avenue, get off at the first stop on Euclid Avenue.

(The bus stop is at the southeast corner of Shattuck Avenue at Center Street, across Shattuck from the main entrance to BART.)

Walk back to Ridge and go one block west (towards the Bay)

**From BART on Foot**

Note: This is an uphill walk that can get steep at times

Route 1—A physically easier route

Walk up Center to the UCB Campus.

Follow the circle road to the west gate. Follow the main road through the campus to the UCB Main Library.

Take the large footpath north just before the UCB Main Library to the North Gate and Euclid Avenue.

Go up Euclid Avenue one block to Ridge Road.

Turn left go one block towards the bay. The GTU Library is on the left.

Route 2—A steeper, shorter route

Walk north on Shattuck to Hearst Avenue.

Turn right. Walk towards the hills to Le Conte Avenue.

Walk up LeConte to Ridge Road & Scenic Avenue.

## BY BUS

### 7, 43, 51, 64 and F Lines

Get off at the Downtown Berkeley BART Station and follow the directions listed above on getting to the GTU Library from BART.

### 8 and 65 Lines

The 8 and 65 lines go past Euclid Avenue and Ridge.

Get off near there and walk one block west on Ridge (towards the Bay)

### 40 Line—Two possible routes

#### Route 1

Get off at Telegraph Avenue near the U. C. Berkeley campus.

Walk straight north through the campus to Euclid Avenue.

Go up Euclid Avenue to Ridge.

Turn left and go one block towards the Bay.

#### Route 2

Get off at the Downtown Berkeley BART Station and follow the directions listed above on getting to the GTU Library from BART.

### 52 Line

The 52 bus goes to Euclid Avenue and Hearst.

Go up Euclid Avenue to Ridge.

Turn left and go one block towards the Bay.

## REFERENCE SERVICES

### VISIT THE REFERENCE DESK

You can ask a question of a reference librarian in four basic ways:

1. Send an email to [library@gtu.edu](mailto:library@gtu.edu)
2. Call 510-649-2501
3. Visit the online Chat-Reference service at <http://gtu.edu/library/get-help/reference-desk>
4. Visit the reference desk in person!

NOTE: Please contact the circulation desk for help with your library card or account, to renew items, to place holds/recalls, to reserve study rooms, and to check on library services and hours. [libaccess@gtu.edu](mailto:libaccess@gtu.edu) or (510) 649-2500. This phone number is answered all of the library's open hours.

## GTU'S LIBRARY GUIDES

GTUs Online Guides and Tutorials are available to 24 hours a day, seven days a week!

Visit: <http://libguides.gtu.edu>

GRACE, the online public access catalog, is the place to go to find what's on the GTU library shelves – physical books, journals, DVDs, CDs and more.

## **EXAMPLES OF REFERENCE SERVICES AVAILABLE**

- Locate a specific fact, or answer a specific question
- Find a particular book, journal, journal article, video, slide set, or audio tape
- Find materials on a particular topic
- Provide basic instruction on research skills such as finding journal articles, searching for books, or how to use Biblical reference tools
- Assist in using electronic research tools, such as the ATLA Religion Database
- Suggest additional avenues for researching a topic
- Approve format and paper for thesis and dissertation
- Request materials from Special Collections and Archives

## **BORROWING MATERIALS FROM THE GTU**

### **LIBRARY CARDS**

#### **ON-CAMPUS**

Application for a GTU Library card must be made in person. You must have your library card with you to check out items; no items will be checked out to you without your library card. Library cards are not transferable and should not be used by anyone other than yourself. Inquiries may be directed to the Circulation Desk at 510-649-2500.

During new student orientation a registration and library orientation tour will be scheduled during which students will be able to obtain the student library card. Bring a government issued ID card to the Circulation Desk. Andrew University's registrar will have provided a list of students to the Library as verification of your discount fee privileges. If you are not on the list, a call will need to be made to the Andrew University Registrar.

To renew your card each year, students will be asked to repeat the process of registration with the AU Registrar and attend the library registration tour. The tour will be held during the first week of classes.

#### **ONLINE OR OFF-CAMPUS**

If you are an online or off-campus student, please contact the registrar of your school. Your school's registrar must contact the library on your behalf to verify your student status and current contact information. As an online student or off-campus student, you are not required to come into the library in person, but all requests for library privileges must come from your school's registrar.

#### **From the GTU Website:**

#### **RENEWING ITEMS**

Most items may be renewed. Exceptions include materials that have exceeded the maximum number of renewals, items on reserve for courses, and items that are on hold or have been recalled by another person.

Loan periods for borrowed items may be renewed in person, by phone (510-649-2500) during open hours, or online. A link to online renewal appears on the main search page for GRACE.

## **PLACING RECALLS AND HOLDS ON ITEMS**

If an item is already checked out, you may request a recall or a hold be placed for that item. Please have the call number of the item ready when you place this request.

Hold requests will make you the next borrower; we will notify you when the item is returned. Recall requests require the current borrower to return the material so that you can check it out. This process can take two weeks or more, so please allow sufficient time. We will notify you when the item is available.

The California Information Practices Act of 1977 prohibits Library staff from divulging information about an item's current borrower.

## **MISSING ITEMS**

Are you looking for an item that should be on the shelf but you can't find it? Ask at the Reference Desk for assistance. If it still cannot be located, bring the call number up to the Circulation Desk. We will put it on the Missing Search List and notify you once it is found.

## **PAGING ITEMS FROM STORAGE, SFTS, GTU OR SHS**

Some items located in storage are held on the premises and can be retrieved while you wait. Please have the call number of the item ready when you request items to be paged from storage.

Items that are held at locations SFTS (if you are in Berkeley), SHS, GTU (if you are at SFTS), and GTU Storage Offsite can be paged for you. Please have the call number of the item ready when you request items to be paged. Items will be available in 1-5 working days.

## **USE OF RARE MATERIALS**

Rare materials are available for use Monday through Friday, 9:00 AM to 5:00 PM. Special research needs may be accommodated; please contact Clay-Edward Dixon via email or at (510) 649-2509.

Rare materials may not leave the library and require ID for use. Please consult the Rare Materials Use Guidelines for more information. Request a Rare Materials Request Form at the Circulation Desk.

## **OVERDUE FINES**

Borrowers are responsible for overdue fines that accrue on their records. Fines of \$5.00 or more will block further borrowing privileges. Overdue fines are as follows:

- Regular items: \$.50 per day
- 3-day items or recalled item: \$1.00 per day
- Course Reserve items: \$1.00 per hour

## **AVOID FINES**

You can avoid fines by:

- watching for due-dates and Recall Notices;
- renewing your checked-out items early (up to 10 days before they are due);
- returning items before you leave town for extended periods.
- REMEMBER: items may be recalled. You are responsible for returning these items regardless of where you are.

## **LOST OR DAMAGED ITEMS**

Borrowers are responsible for returning items on time and in good condition. Items must be returned to the Circulation Desk or placed in the Return slot on or before the due date to avoid fines. Items outstanding beyond the maximum fining period will be billed for replacement. Items returned in damaged or poor condition will be assessed a repair or replacement charge.

Replacement charges are a minimum of \$100.00.

Repair charges are a minimum of \$45.00.

If you are concerned or confused about a charge that has been assessed to your account, please call the Circulation Desk at 510-649-2500.

## **PRIVACY**

The GTU Library is responsible for safeguarding the confidential nature of all borrower transactions, according to the California Information Practices Act of 1977.